

**Exercise 7: Choosing opening and closing expressions**

**Complete the gaps with expressions from exercise 6.**

**1.** When you don’t know the person’s name, use . .................................... or

.................................... or ..................................... to open a letter.

**2.** When you don’t know the person’s name, use ................................. to close a

letter.

**3.** When you don’t know the person’s name, use ................................. to open an email.

**4.** When you know the person’s name and have a close business relationship, use ....................................... or ....................................... to open an email.

**5.** When you know the person’s name but have a formal business relationship, use ....................................... to open an email or letter.

**6.** When you know the person’s name, use .............................. to close a letter.

**7.** When you know the person well and have an informal relationship, use

.............................. or ................................... or .................................. to

close an email.